CHAPTER 5: MEDIUM PROJECT REQUIREMENTS

5.1 Project Classification

See Chapter 3 for project classification.

5.2 Project Requirements for Medium Projects

Medium Projects are required to meet Minimum Requirements #1 through #5 of the 2005 Ecology Manual. Note that Chapter 2 of the Stormwater Notebook amends some of those requirements. Medium projects also have more strenuous requirements for construction stormwater pollution prevention, as outlined in Chapters 9 and 10.

5.3 Permit Process for Medium Projects

The following is an overview of the steps and requirements for projects that require only a Clearing/Grading and Stormwater Management approval (and no other approvals). Projects requiring other permits may have additional steps and requirements. Consult the Development Services Center for additional guidance.

Activity I. Project Proposal A. Prepare project submittal – see requirements below.
 B. Prepare SEPA Checklist (if required – Consult Stormwater Engineer prior to application). 1. If any work is proposed in a Critical Area the City will require the completion of the SEPA environmental checklist. The Technical Committee may require any project to complete the SEPA process. 2. Checklists are available at the Development Services Center. Redmond has modified the state standard
checklist. Therefore, only a City of Redmond SEPA Checklist will be accepted. Complete the checklist to the best of your ability.

Table 5: Med	ium Project Requirements
Responsible	Activity
Party	
Applicant	II. Complete and Submit Applications
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	All the following must be completed and submitted to the
	Stormwater Engineer for review for the application to be
	considered complete. Only complete applications will be
	processed.
	A. One (1) copy of a completed General Application form (found in
	Appendix D of the Stormwater Notebook and available at the
	Development Services Center). (If SEPA is required, submit 8
	copies of the General Application form.)
	B. One (1) set of plans and computations including the applicable
	information on the application requirements checklist.
	C. Projects that require SEPA approval will be processed through the
	Technical Committee. Submit nine (9) copies of the SEPA
	document(s).
	D. Application fee.
City	III. City Review Process
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	A. The project engineer or applicant will be contacted when the
	review is complete.
	B. The plans and computations are red-lined and one (1) set of each
	is returned to the applicant with a Plan Review Checklist
	completed by the City.
Applicant	IV. Revision and Resubmittal, if Required.
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	A. Revise plans per the City's comments.
	7. Revise plans per me eny s comments.
	B. Resubmit the last set of red-lined prints and computations, the Plan
	Review Checklist and one (1) set of revised plans and
	computations as stated above.
City	V. Review of Revised Plans
City	V. Review of Revised Fidits
	A. Once all comments have been satisfactorily addressed, the City
	will proceed with plan approval.
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	B. The project engineer or applicant will be contacted.
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Applicant	VI. Submit Original Plans for City Approval.
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Table 5: Med	ium Project Requirements
Responsible	Activity
Party	
City	VII. Plan Approval
	Plans are approved by signature and returned to the applicant or
	engineer for reproduction as required.
Applicant	VIII. Submittal of Permit Prints
	Submit three (3) sets of prints made from the signed plans to the
	Stormwater Engineer.
City	IX. Permit Preparation and Plan Distribution
	The Stormwater Engineer prepares the permit letter, signs it, calculates
	the remaining fee, and determines performance bonds per the
	standard list. The completed permit package is sent to the
	Development Services Center. The project engineer or applicant will
	be contacted by the Development Services Center when the permit is
	ready to be issued.
Applicant	X. Obtain Permit
	When applicant is notified that the permit is ready to issue, applicant
	needs to come to the Development Services Center and pay any
	remaining fees and post required bonds. The Permit Letter is then
	issued.
Applicant	XI. Pre-Construction Meetings
	After plan approval and after submitting permit prints, applicant may
	be required to contact the Construction Division and schedule a Pre-
	Construction Meeting. Contact the Construction Division at (425)556-
	2723 for the date, time, and location (the inspector may have the
	meeting at the site). In addition to permit issuance, <u>construction may</u>
	not begin before having a Pre-Construction Meeting (unless waived
	by the Construction Division).
Applicant	XII. Construction
	The applicant shall complete all activities identified in the approved
	plans to meet City of Redmond standards. As items are completed,
	and at appropriate times during construction (i.e. before utilities are
	buried) the applicant shall notify the City Inspector assigned to the
	project at the Preconstruction Conference that elements are ready
	for inspection. Failure to notify the City of readiness for inspection in a
	timely manner may result in the requirement to remove and replace
	buried or hidden elements.

Responsible Party	Activity
City	XIII. Release of Performance Bonds
	Performance bonds remain in full force and effect until 1) the obligations secured are fully performed to the satisfaction of the City inspectors; 2) a bond guaranteeing maintenance of all improvement for a guarantee period have been submitted to the City; and 3) the City has released the bonds in writing.
City	XIV. Cancellation of Non-Issued Permits
	A. The permit is only valid for a designated time. It may be to the applicant's benefit to wait until construction is ready to begin before picking up the permit.
	B. The permit will be held for a maximum six (6) months without issuance (unless specifically stated otherwise in the conditions of approval) but will then be nullified after this period if not picked up. The permit application would have to be started again, from the beginning, if the project is still desired. A new application may be required by the Public Works Department
Applicant	XV. Permit Extension Request – (Optional)
	A. If the proposed work cannot be completed within the time covered by the permit an extension may be granted. Additional fees for inspection and renewal are required for extension.
	B. The applicant must submit a written extension request to the Stormwater Engineer at least two (2) working days before the expiration of the permit.

5.4 Fees for Medium Projects

Fees for Medium Projects are based on the type and number of activities proposed. Fees are charged for plan review and City inspection. Appendix E includes the Schedule of Public Works Fees that was current at the time the Stormwater Notebook was published. Updates are available from the Development Services Center.

Medium project fees often include but are not limited to:

- Small & Complex Projects: Review
- Small & Complex Projects: Inspection

Consult the Development Services Center to determine what actual costs you can expect based on the specifics of your project.

Performance security may be required prior to issuance of a permit. Security requirements are determined after application.

5.5 Project Submittal

At a minimum, the plans and narratives submitted shall include:

- 1. Written description outlining proposed activity.
- 2. Existing property lines (include bearings and distances).
- 3. Existing contours 2-foot contour interval (information may be available from the City) show as dashed lines.
- 4. Sketch showing proposed activity. This may require an engineer's endorsement; see the Stormwater Engineer before submittals.
- 5. Owner Information name, address, and contact.
- 6. Project and Site Information title, tax parcel, or plat (and lot) number(s).
- 7. Existing utilities identify type and size (information may be available from the City).
- 8. Slope analysis identify slopes 40% or greater.
- 9. Locations and drip lines of trees 6-inch caliper or greater (measured 4 feet above existing grade. (Only those trees to be cleared or trees within 50 feet of cleared areas need to be specifically designated.)
- 10. Roadways existing and proposed (label name/number and identify public or private).
- 11. Existing surface waters (Streams, Lakes, Wetlands, etc.). Proposed drainage (flow arrows).
- 12. Existing adjacent property information within 50 feet of work area and any offsite area that drains onsite.
- 13. Proposed retaining walls/rockeries (indicate approximate heights).
- 14. Disturbed area approximate (identify on the plan and label quantity in square feet).
- 15. Proposed contours show as solid lines. Show approximate slopes and spot elevations at a minimum.
- 16. Proposed utilities identify type and size.
- 17. Approximate quantities of cuts and fills, in cubic yards.
- 18. Methods to be used to meet applicable Minimum Requirements in the 2005 Ecology Manual.
- 19. Standard Notes (Appendix L).

Note that the City may require plans to be prepared, stamped, and signed by a State of Washington Registered Professional Engineer.

Note also that as-built plans need to be provided to the City after the project is complete to provide record drawings and finalize City processes.

Considerable flexibility exists in defining the level of plans and supporting documents needed for Medium Project(s) since these projects vary considerably in scope and circumstance. In general, the plans (and supporting documents, if warranted) need to define the existing and the proposed conditions, be readable, and the project shall be designed to ensure the health, safety, and welfare of the community. The Stormwater Engineer may require additional information and any standard for construction documents specified in the Stormwater Notebook for Large Projects that the Stormwater Engineer believes is appropriate to a specific Medium Project. The standards for Large Project construction documents are outlined in Chapter 6.